



AZTaxes

W-2 and 1099 Data Entry

Instructions

Step	Description
1	Visit https://www.AZTaxes.gov/Home/Page . Under 'Businesses,' click 'Login to AZTaxes.' Enter login credentials on the Business User Login screen and click 'Login.' <i>See figures 1 and 2.</i>
2	On the Business List screen, click 'View' on the same row as the business name. <i>See figure 3.</i>
3	In the left menu of the Business Details screen, click 'File' and then 'W-2 and 1099 Entry.' <i>See figure 4.</i>
4	On the W-2 and 1099 Filing screen; Select the appropriate form type from the Form Type dropdown. Select the appropriate tax year from the Tax Year dropdown. Click 'Continue.' <i>See figures 5 and 6.</i>
5	On the data entry screen, enter all required and available information for the form type to be entered and click 'Save and Continue.' <i>See figure 7.</i>
6	The List of Employees screen will populate with the completed entries. <ul style="list-style-type: none"> • To make changes to an already entered form, click 'Edit' on the same row as the appropriate entry. • To delete an already entered form, click 'Delete' on the same row as the appropriate entry. • To add additional forms, click 'Add Another Form' and repeat step 5 until all forms have been entered. • If all forms have been entered, click 'Submit.' <i>See figures 8 and 9.</i>
7	Receive W-2 Confirmation and save the confirmation number. <i>See figure 10.</i>

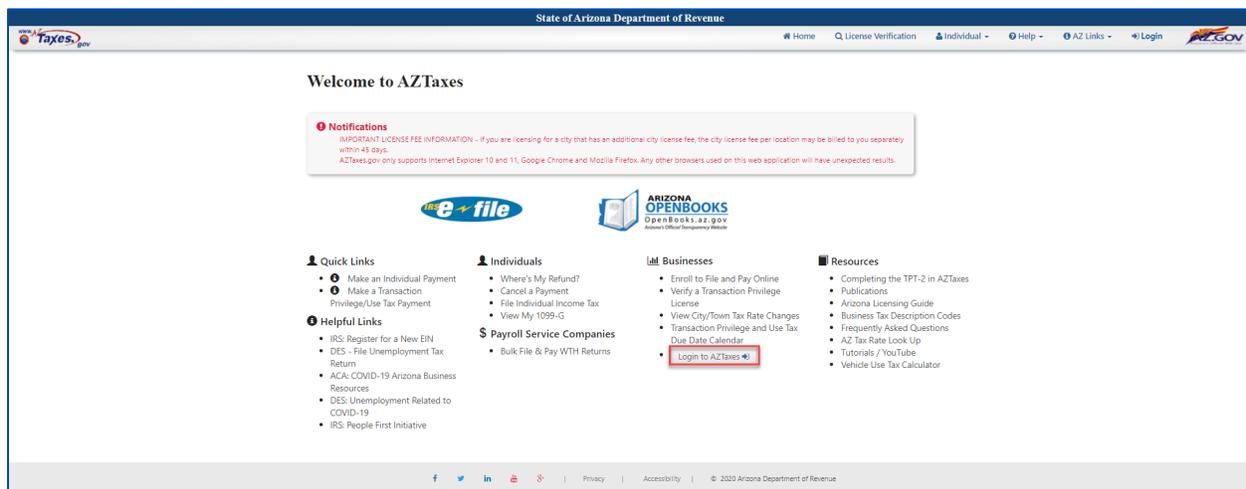


FIGURE 1. Welcome to AZTaxes



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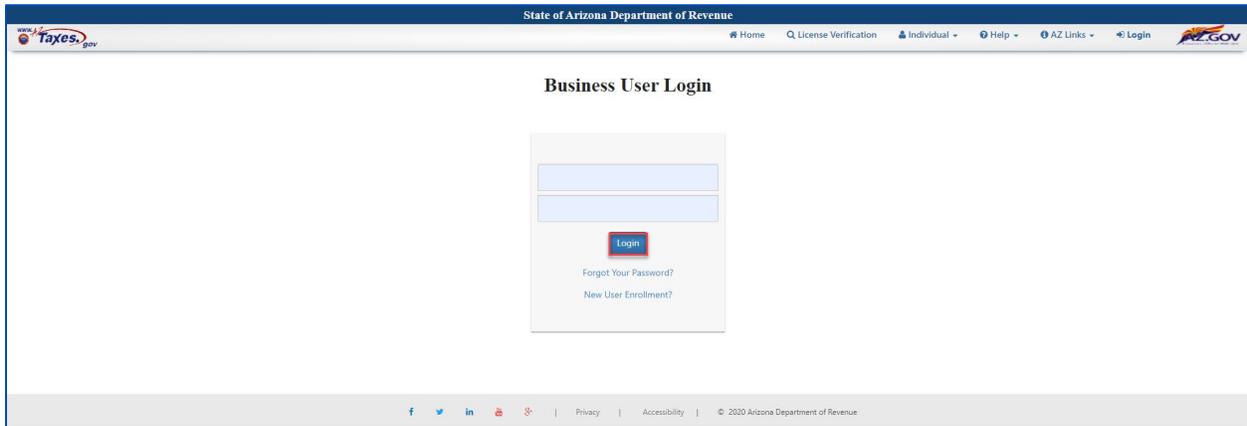


FIGURE 2. Business User Login

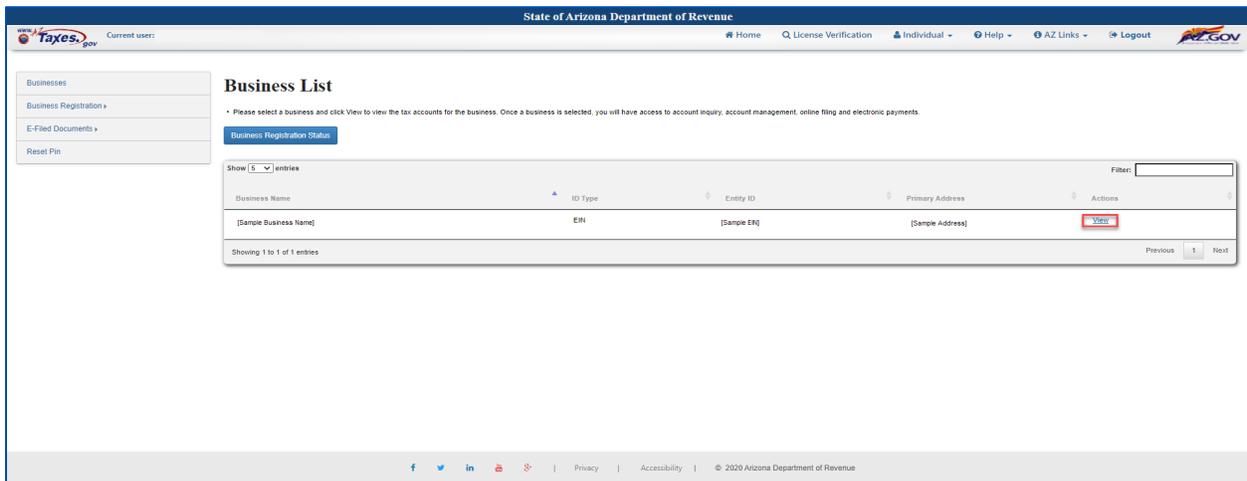


FIGURE 3. Business List

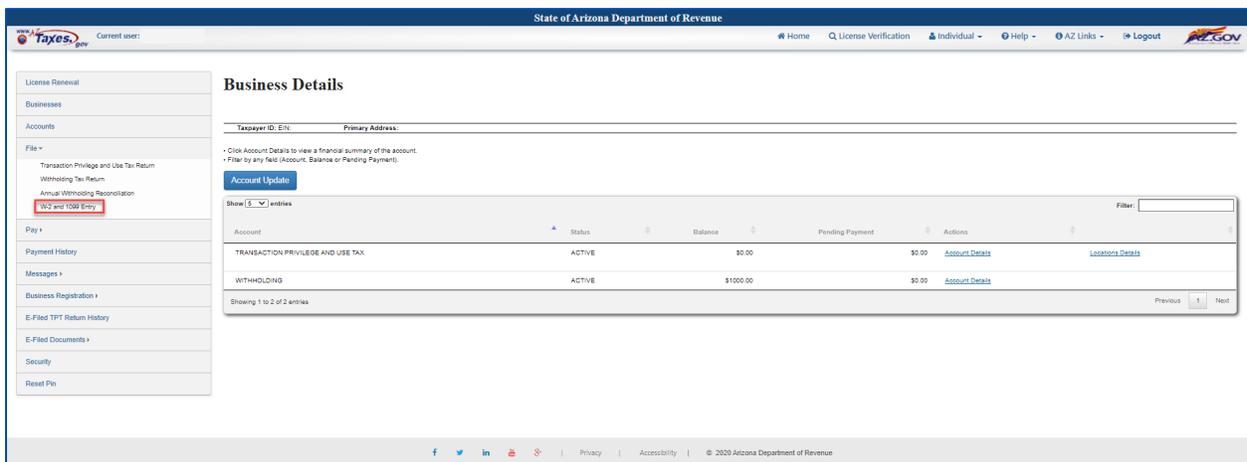


FIGURE 4. Business Details

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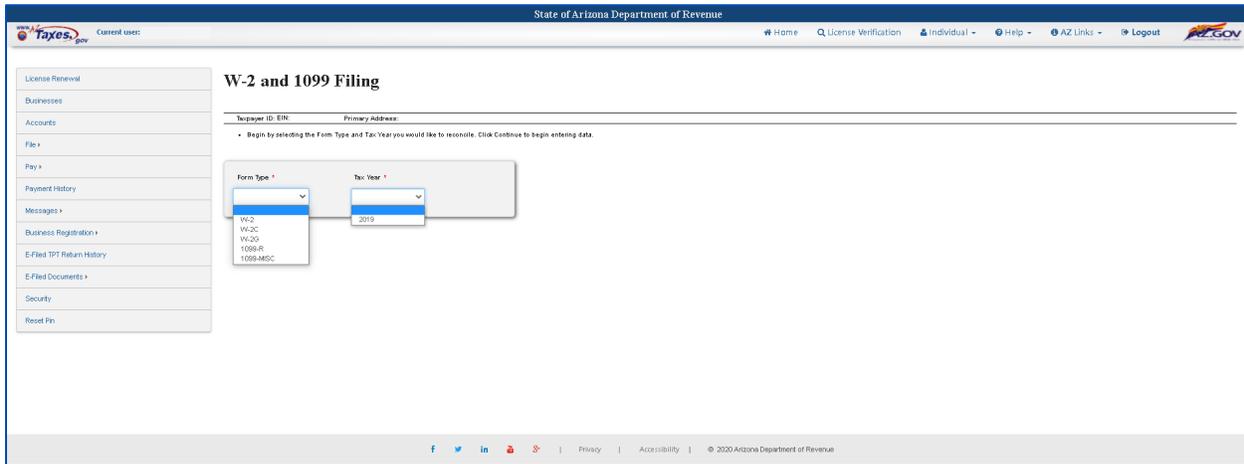


FIGURE 5. W-2 Reconciliation

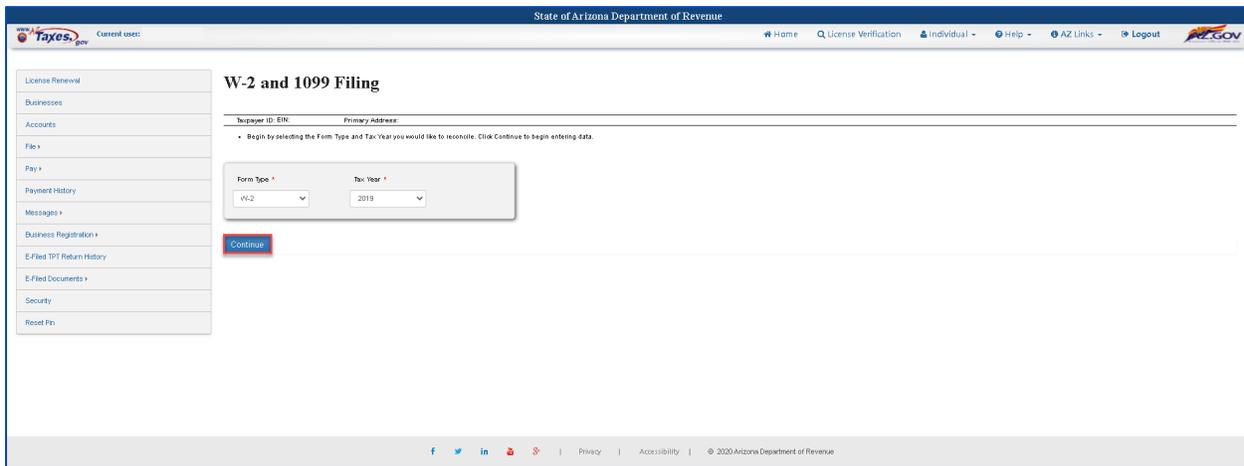


FIGURE 6. W-2 Reconciliation continued



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W-2 and 1099 Data Entry Instructions

State of Arizona Department of Revenue

Taxes.gov Current user: Home License Verification Individual Help AZ Links Logout

- Businesses
- Accounts
- File >
- Pay >
- Payment History
- Messages >
- Business Registration >
- E-Filed Documents >
- Security
- Reset Pin

W-2 Wage and Tax Statement

[Sample Business Name]
Taxpayer ID: [Sample EIN] Primary Address: [Sample Address]

a Employee's social security number		1 Wages, tips, other compensation		2 Federal income tax withheld	
<input type="text"/>		\$ <input type="text"/>		\$ <input type="text"/>	
b Employer's identification number (EIN)		3 Social security wages		4 Social security tax withheld	
<input type="text"/>		\$ <input type="text"/>		\$ <input type="text"/>	
c Employer's name, address, ZIP code and telephone no.		5 Medicare wages and tips		6 Medicare tax withheld	
<input type="text"/>		\$ <input type="text"/>		\$ <input type="text"/>	
		7 Social security tips		8 Allocated tips	
		\$ <input type="text"/>		\$ <input type="text"/>	
				9 Dependent care benefits	
				\$ <input type="text"/>	
e Employee's first name and initial		11 Nonqualified plans		12a	
Last name Suffix		\$ <input type="text"/>		\$ <input type="text"/>	
f Employer's address and ZIP code		13 Statutory employee Retirement plan Third party sick pay		12b	
Address		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		\$ <input type="text"/>	
City				12c	
State Zip Code				\$ <input type="text"/>	
				12d	
				\$ <input type="text"/>	
15 State	Employer's state ID number	16 State wages, tips, etc.	17 State income tax		
AZ	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>		

FIGURE 7. W-2 Wage and Tax Statement

State of Arizona Department of Revenue

Taxes.gov Current user: Home License Verification Individual Help AZ Links Logout

- License Renewal
- Businesses
- Accounts
- File >
- Pay >
- Payment History
- Messages >
- Business Registration >
- E-Filed TPT Return History
- E-Filed Documents >
- Security
- Reset Pin

W-2 Reconciliation

Taxpayer ID: EIN Primary Address:

List of Employees

Show entries Search:

Recipient Name	EIN	Address	Action
[Sample Name]	[Sample SSN]	[Sample Address]	Add Details

Showing 1 to 1 of 1 entries Previous Next

FIGURE 8. W-2 Reconciliation (List of Employees)



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W-2 and 1099 Data Entry Instructions

State of Arizona Department of Revenue

W-2 Reconciliation

Taxpayer ID: EIN Primary Address

List of Employees

Recipient Name	SSN	Address	Action
[Sample Name]	[Sample SSN]	[Sample Address]	Edit Details

Showing 1 to 1 of 1 entries

[Add Another W-2 Form](#) [Submit](#)

FIGURE 9. W-2 Reconciliation (List of Employees)

State of Arizona Department of Revenue

W-2 Reconciliation

[Sample Business Name]

Taxpayer ID: [Sample EIN] Primary Address: [Sample Address]

W-2 Confirmation

Your Employees W-2 has been submitted to the Arizona Department of Revenue.

Your confirmation number is . Please have this number available if contacting the Arizona Department of Revenue about this transaction.

Should you have questions concerning this transaction, please [Contact Us](#)

FIGURE 10. W-2 Reconciliation (W-2 Confirmation)